



Department of Defense INSTRUCTION

NUMBER 6400.2

July 10, 1987

ASD(FM&P)

SUBJECT: Child and Spouse Abuse Report

- References: (a) [DoD Directive 6400.1](#), "Family Advocacy Program," July 10, 1986
(b) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
(c) DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982
(d) DoD 5400.11-R, "Department of Defense Privacy Program," August 31, 1983, authorized by DoD Directive 5400.11, June 9, 1982

1. PURPOSE

This Instruction:

1.1. Implements reference (a) by assigning responsibilities and prescribing reporting requirements associated with child and spouse abuse in the Department of Defense.

1.2. Revises Report Control Symbol (RCS) DD-HA(SA)1617 to DD-FM&P(SA)1617 and adds a new RCS DD-FM&P(W)1738 under reference (b).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, and the Defense Agencies, hereafter referred to collectively as "DoD Components." The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and the Coast Guard when it is operating as a Service of the Navy. This Instruction also applies to the Coast Guard when it is operating as a service of the Department of Transportation (DoT) by agreement with the DoT.

3. POLICY

The Department of Defense collects information on child and spouse abuse under DoD Directive 6400.1 (reference (a)) to do the following:

- 3.1. Analyze the scope of such abuse, types of maltreatment, and information about victims and offenders.
- 3.2. Support the replies to public, congressional, and other governmental inquiries.
- 3.3. Support budget requirements for child and spouse abuse program funding.
- 3.4. Develop changes in policy for child and spouse abuse.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)), or designee, shall:

- 4.1.1. Review information collected, analyzed, and reported by the Military Departments on child and spouse abuse under this Instruction.
- 4.1.2. Ensure that compliance with this Instruction is timely and thorough.
- 4.1.3. Provide advice to DoD Components on implementation of this Instruction.

4.2. The Secretaries of the Military Departments and the Heads of Other DoD Components, or designees, shall comply with this Instruction, to include the following:

- 4.2.1. Ensuring the establishment of procedures in accordance with this Instruction that provide for the reporting of accurate information on child and spouse abuse.
- 4.2.2. Ensuring that the reporting activities required by this Instruction are conducted quickly and thoroughly.
- 4.2.3. Advising the ASD(FM&P) of reporting activities by summarizing the trends indicated from collected data and describing problems and accomplishments

during a reporting period.

5. INFORMATION REQUIREMENTS

Child sexual abuse allegations that occur in DoD sanctioned "out-of-home" care settings require notification of the ASD(FM&P), or designee, within 72 hours of the initial report, enclosure 1. The reporting requirements of this Instruction have been assigned RCS DD-FM&P(W)1738 numbered DD Form 2486, Jul 86, entitled "Child/Spouse Incident Report" (that shall be submitted to the Offices within the Military Departments or the DoT designated to receive such reports), enclosure 2, and RCS DD-FM&P(SA)1617 numbered DD Form 2404, Oct 86, entitled "Department of Defense Child and Spouse Abuse Report" (that shall be submitted to ASD(FM&P), or designee), enclosure 3.

6. PROCEDURES

6.1. Reports of child and spouse abuse information shall be submitted semiannually. Reports covering the period October 1 through March 31 are due no later than May 15. Reports for April 1 through September 30 are due no later than November 15.

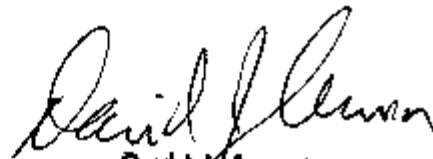
6.2. The memoranda transmitting the reports shall contain a narrative summarizing the trends indicated by the reported data and describing problems and accomplishments during the reporting period.

6.3. In addition to the reporting activities required by subsection 6.1., above, the ASD(FM&P), or designee, may direct reporting activities of greater or lesser scope.

6.4. All allegations of child sexual abuse occurring in a DoD sanctioned "out-of-home" care setting shall be reported as described in enclosure 1.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



David J. Armor
Acting

Assistant Secretary of Defense
(Force Management and Personnel)

Enclosures - 3

1. Alleged Child Sexual Abuse Reporting in DoD Sanctioned "Out-of-Home" Care Settings
2. DD Form 2486, Jul 86
3. DD Form 2404, Oct 86

E1. ENCLOSURE 1

ALLEGED CHILD SEXUAL ABUSE REPORTING IN DoD SANCTIONED "OUT-OF-HOME" CARE SETTINGS

E1.1.1. The focus of concern in reporting cases of child sexual abuse is first for the welfare of the child. The provision of family advocacy services occurs concurrently with case investigation. When abuse is perpetrated by an individual placed in a caretaker role sanctioned by the Military Services or authorized by the Service as a provider of care in "out-of-home" care setting, such as in child care centers, schools, recreation programs, or family day care, the case must be reported on DD Form 2486, according to procedures outlined in enclosure 2. Additionally, due to the sensitive nature of alleged cases, specified case information must be transmitted expeditiously through Service family advocacy channels to the ASD(FM&P), or designee, normally within 72 hours of the report.

E1.1.2. Local Family Advocacy Program (FAP) officers have responsibility for reporting all cases of alleged child sexual abuse to command and investigative authorities. The FAP officer must assume the coordinating role among the commander, law enforcement and investigative agencies, medical treatment facility (MTF), civilian child protective services (CPS), and applicable involved activity, such as child care center, recreation center, Section 6 or DoDD school, or home child care provider. Specific actions depend on each situation. However, all reports of alleged child sexual abuse must be filed and forwarded through applicable family advocacy channels.

E1.1.3. All allegations that occur in sanctioned out-of-home child care settings shall be reported by using the following format:

E1.1.3.1. Branch of Service.

E1.1.3.2. Date alleged incident occurred (YYMMDD).

E1.1.3.3. Date case reported at installation (YYMMDD).

E1.1.3.4. Installation location.

E1.1.3.5. Activity where alleged abuse occurred.

E1.1.3.6. Alleged offender's position within activity.

E1.1.3.7. Alleged victim's age and sex.

E1.1.3.8. Date reported to CPS.

E1.1.3.9. Agencies involved in conducting the investigation.

E1.1.3.10. Brief incident description.

E1.1.3.11. Current status of the case.

E1.1.3.12. Military contact name and telephone number.

E1.1.4. Information provided to ASD(FM&P), or designee, shall contain anonymous descriptive information. Do not forward identifying information on each specific case.

E2. ENCLOSURE 2

CHILD / SPOUSE ABUSE INCIDENT REPORT			REPORT CONTROL SYMBOL DD-FM&P(W)1738
PRIVACY ACT STATEMENT			
AUTHORITY: PL 93-247, "Child Abuse Prevention and Treatment Act," of 1974. DoD Directive 6400.1, "Family Advocacy Program."			
PRINCIPAL PURPOSE: To identify and record information on incidents of child and spouse abuse and provide protection and medical treatment to military members and their families.			
ROUTINE USES: The Military Services use the information for internal management and maintain it by Service. Data forwarded to OSD will be aggregated for analysis and void of case identifiers. Incident data is used to evaluate and identify protocols required in the case. Service program managers use the data to identify incidence and prevalence rates and trends; track involved families; justify appropriate resource allocation; and review and control providers of care.			
DISCLOSURE: Voluntary; however, failure to provide information may delay the provision of appropriate services to the individual.			
1. CASE NUMBER	2. REPORT SEQUENCE CODE	3. DATE CASE OPENED (YYMMDD)	
4. MEDICAL TREATMENT FACILITY CODE	5. MAJOR COMMAND CODE	6. CASE STATUS DETERMINATION DATE (YYMMDD)	
7. SOURCE OF INITIAL REFERRAL TO FAMILY ADVOCACY (X as applicable)			
a. MILITARY <input type="checkbox"/> (1) Law Enforcement <input type="checkbox"/> (2) Medical/Dental <input type="checkbox"/> (3) Family Center <input type="checkbox"/> (4) Child Care/School/Recreation Center <input type="checkbox"/> (5) Command <input type="checkbox"/> (6) Chaplain <input type="checkbox"/> (7) Other (Specify) _____	b. CIVILIAN <input type="checkbox"/> (1) Law Enforcement <input type="checkbox"/> (2) Medical/Dental <input type="checkbox"/> (3) Social Services <input type="checkbox"/> (4) Child Care/School/Recreation Center <input type="checkbox"/> (5) Clergy <input type="checkbox"/> (6) Other (Specify) _____	c. NON-AFFILIATED <input type="checkbox"/> (1) Neighbor/Friend/Relative <input type="checkbox"/> (2) Self-Referral, Victim <input type="checkbox"/> (3) Self-Referral, Offender <input type="checkbox"/> (4) Other (Specify) _____	
8. TYPE OF VICTIM (X one)		9. NOTIFICATION FORWARDED TO CHILD PROTECTIVE SERVICES? (X one)	
<input type="checkbox"/> a. Child Abuse/Neglect (If 8a is checked, proceed to Item 9.) <input type="checkbox"/> b. Spouse Abuse (If 8b is checked, proceed to Item 10.)		<input type="checkbox"/> a. Yes <input type="checkbox"/> b. No <input type="checkbox"/> c. Not Applicable (Overseas)	
10. TYPE OF REPORT TO REGISTRY (X as applicable)		11. CASE STATUS (X one)	
<input type="checkbox"/> a. Initial <input type="checkbox"/> b. Updated Report <input type="checkbox"/> (1) Status Change <input type="checkbox"/> (2) Subsequent Incident		<input type="checkbox"/> c. Case Closed <input type="checkbox"/> (1) Resolved <input type="checkbox"/> (2) Unresolved <input type="checkbox"/> (3) Separated from Service <input type="checkbox"/> d. Transferred (Specify) _____ <input type="checkbox"/> e. Reopened Case	
If case is SUBSTANTIATED or SUSPECTED fill out remainder of form. IF UNSUBSTANTIATED, STOP!			
12. SPONSOR DATA (If sponsor is alleged offender, X this box and go to item 13)			
a. NAME (Last, First, Middle Initial)		d. BRANCH OF SERVICE (X one)	
b. SOCIAL SECURITY NUMBER		<input type="checkbox"/> (1) Army <input type="checkbox"/> (2) Navy <input type="checkbox"/> (3) Air Force <input type="checkbox"/> (4) Marine Corps <input type="checkbox"/> (5) Coast Guard <input type="checkbox"/> (6) Retired Military <input type="checkbox"/> (7) Civilian/Other	
c. PAY GRADE			
13. TYPE OF MALTREATMENT (X as applicable)		14. TYPE OF TREATMENT (X as applicable)	
<input type="checkbox"/> a. Major Physical Injury <input type="checkbox"/> b. Minor Physical Injury <input type="checkbox"/> c. Sexual Maltreatment		<input type="checkbox"/> a. Social Services <input type="checkbox"/> b. Medical Outpatient <input type="checkbox"/> c. Medical Inpatient	
<input type="checkbox"/> d. Deprivation of Necessities <input type="checkbox"/> e. Emotional Maltreatment <input type="checkbox"/> f. Fatality			
15. VICTIM DATA			
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER (if available)	
c. SEX			
d. DATE OF BIRTH (YYMMDD)	e. RACE/ETHNIC GROUP (X one)	f. SUBSTANCE INVOLVEMENT (X one)	g. VICTIM RESIDES (X one)
h. NUMBER OF CHILDREN IN HOME	<input type="checkbox"/> (1) White, not of Hispanic Origin <input type="checkbox"/> (2) Black, not of Hispanic Origin <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (4) Asian/Pacific Islander <input type="checkbox"/> (5) American Indian/Alaskan Native	<input type="checkbox"/> (1) Alcohol <input type="checkbox"/> (2) Drugs <input type="checkbox"/> (3) Alcohol and Drugs <input type="checkbox"/> (4) Unknown <input type="checkbox"/> (5) No Involvement	<input type="checkbox"/> (1) On Installation <input type="checkbox"/> (2) Off Installation
		i. INCIDENT OCCURRED (X one)	
		<input type="checkbox"/> (1) On Installation <input type="checkbox"/> (2) Off Installation	

16. ALLEGED OFFENDER DATA			
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER - -	
c. DATE OF BIRTH (YYMMDD)		d. SEX	
e. BRANCH OF SERVICE		f. NUMBER OF SECONDARY OFFENDERS IN THIS CASE	
<input type="checkbox"/> (1) Army <input type="checkbox"/> (3) Air Force <input type="checkbox"/> (2) Navy <input type="checkbox"/> (4) Marine Corps <input type="checkbox"/> (5) Coast Guard <input type="checkbox"/> (6) Retired Military <input type="checkbox"/> (7) Civilian/Other		g. PAY GRADE h. RATE/MOS/AFSC	
i. RELATIONSHIP TO VICTIM (X one)		j. HISTORY OF VIOLENCE AND/OR ABUSE (X as applicable)	
(1) Intrafamilial <input type="checkbox"/> (a) Natural Parent <input type="checkbox"/> (b) Step/Adoptive Parent <input type="checkbox"/> (c) Spouse <input type="checkbox"/> (d) Sibling <input type="checkbox"/> (e) Other (Specify) _____ (2) Extrafamilial <input type="checkbox"/> (a) Neighbor/Friend/Acquaintance <input type="checkbox"/> (b) Teacher <input type="checkbox"/> (c) Military Child Care <input type="checkbox"/> (d) Other Child Care <input type="checkbox"/> (e) Other (Specify) _____		<input type="checkbox"/> (1) Has been referred to an alcohol rehabilitation program <input type="checkbox"/> (2) Has been referred to a drug rehabilitation program <input type="checkbox"/> (3) Involvement in previous established case of child abuse <input type="checkbox"/> (4) Involvement in previous established case of spouse abuse <input type="checkbox"/> (5) Offender was abused as a child <input type="checkbox"/> (6) Previous abuse history unknown <input type="checkbox"/> (7) No previous record of abuse	
k. MARITAL STATUS (X one)		l. SUBSTANCE INVOLVEMENT (X one)	
<input type="checkbox"/> (1) Single <input type="checkbox"/> (2) Married <input type="checkbox"/> (3) Divorced/Separated		<input type="checkbox"/> (1) Alcohol <input type="checkbox"/> (4) Unknown <input type="checkbox"/> (2) Drugs <input type="checkbox"/> (5) No involvement <input type="checkbox"/> (3) Alcohol and Drugs	
m. RACE/ETHNIC GROUP (X one)			
<input type="checkbox"/> (1) White, not of Hispanic Origin <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (2) Black, not of Hispanic Origin <input type="checkbox"/> (4) Asian/Pacific Islander <input type="checkbox"/> (5) American Indian/Alaskan Native			
17. ACTIONS INVOLVED IN CASE TO DATE (X as applicable)			
a. MILITARY		b. CIVILIAN	
<input type="checkbox"/> (1) Medical <input type="checkbox"/> (4) Court Involvement <input type="checkbox"/> (2) Family Services <input type="checkbox"/> (5) Administrative Action <input type="checkbox"/> (3) Police Investigation		<input type="checkbox"/> (1) Medical <input type="checkbox"/> (3) Police Investigation <input type="checkbox"/> (2) Social Services <input type="checkbox"/> (4) Court Involvement	
c. CHAMPUS Referral? (X one)		d. NO SERVICES PROVIDED	
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		e. OTHER SERVICES (Specify) _____	
18. INCIDENT NOTES (If additional space is needed, continue on plain paper.)			
19. AUTHENTICATING OFFICIAL			
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE	
c. DATE SIGNED		d. TITLE	

Attachments - 2

1. Instructions for completing DD Form 2486, Jul 86, Child/Spouse Incident Report
2. Terms for completing DD Form 2486, Jul 86, Child/Spouse Abuse Incident Report

E2.A1. ATTACHMENT 1 TO ENCLOSURE 2

INSTRUCTIONS FOR COMPLETING DD FORM 2486, JUL 86,
CHILD/SPOUSE INCIDENT REPORT*

DoD personnel completing DD Form 2486 and notifying civilian CPS shall comply with the DoD Privacy Program in DoD Directive 5400.11 reference (c) and DoD Regulation 5400.11-R reference (d).

1. Case Number. Enter the central registry case number.
2. Report Sequence Code. Enter the code that indicates the number of reports on this case.
3. Date Case Opened. Enter the date the case was first reported to the Family Advocacy Program (FAP) officer by year, month, and day.
4. Medical Treatment Facility Code. Enter the code for the medical treatment facility (MTF).
5. Major Command Code. Enter the code for the major command.
6. Case Status Determination Date. Enter the date the case review committee (CRC) determined or revised the status of the case by year, month, and day.
7. Source of Initial Referral to Family Advocacy. Enter an "X" next to the category, and enter a second "X" next to the single source of the referral report to the FAP officer, which is one of the following:
 - 7.a. Military. Includes law enforcement, medical or dental treatment facility, family center, child care, school, recreation center, command, chaplain, or other.
 - 7.b. Civilian. Includes law enforcement, medical or dental treatment facility, social services, child care, school, recreation center, clergy, or other.
 - 7.c. Non-Affiliated. Includes neighbor, friend, relative, victim, offender, or other.

*Please see terms in enclosure 2, attachment 2, to clarify word usage.

8. Type of Victim. Enter an "X" in box a. if a child is the victim, and in box b. if a spouse is the victim.

9. Notification Forwarded to Child Protective Services (CPS)? Complete only if box 8.a. is marked. Enter an "X" in box a. if CPS was notified of the case, box b. if CPS was not notified of the case, and box c. if the incident occurred overseas. When 8.b. is completed, leave item 9. blank.

10. Type of Report to Registry. Enter an "X" in each box that accurately describes the type of report submitted to the Service central registry. Types of reports are as follows:

10.a. Initial

10.b. Updated Report

10.b.(1) Status Change

10.b.(2) Subsequent Incident

10.c. Case Closed

10.c.(1) Resolved

10.c.(2) Unresolved

10.c.(3) Separated From Service

10.d. Transferred. Specify the receiving assigned installation.

10.e. Reopened Case

11. Case Status. Enter an "X" in the box that describes the status of the case as follows:

Note: If case is "substantiated" or "suspected" complete the form. If case is "unsubstantiated," go to block 17.

11.a. Substantiated

11.b. Suspected

11.c. Unsubstantiated

12. Sponsor Data. Enter an "X" in the box if the sponsor is the alleged offender, and go to item 13. When the victim's sponsor is not an offender in the case, complete boxes 12.a. through 12.d.

12.a. Name. Enter the victim's sponsor's name (last, first, and middle initial).

12.b. Social Security Number (SSN). Enter the sponsor's SSN.

12.c. Pay Grade. Enter the sponsor's pay grade using three digits (e.g., E03, W03, O03, or G03 (G is the computer code for GS and GM employees)).

12.d. Branch of Service. Enter an "X" in the box that represents the sponsor's branch of Service or status.

12.d.(1) - 12.d.(7) Includes Army, Navy, Air Force, Marine Corps, Coast Guard, Retired Military, or Civilian/Other.

13. Type of Maltreatment. Enter an "X" in the box(es) that indicate type(s) of maltreatment determined to have occurred to the victim.

13.a. - 13.f. Includes major physical injury, minor physical injury, sexual maltreatment, deprivation of necessities, emotional maltreatment, or fatality.

14. Type of Treatment. Enter an "X" in the box(es) that indicate the type(s) of treatment provided to the victim.

14.a. - 14c. Includes social services, medical outpatient, or medical inpatient.

15. Victim Data

15.a. Name. Enter the victim's name (last, first, and middle initial).

15.b. Social Security Number. Enter victim's SSN, if available. If no SSN is available, enter "N/A."

15.c. Sex. Enter an "M" or an "F" to indicate victim's sex.

15.d. Date of Birth. Enter date of birth by year, month, and day.

15.e. Race/Ethnic Group. Enter an "X" in the box that most accurately reflects the racial and/or ethnic group of the victim. In the case of mixed racial and/or ethnic origin, select the category that most reflects the individual's recognition within the community. The parent may wish to designate the family member's category. These groups include the following:

15.e.(1) White, not of Hispanic Origin

15.e.(2) Black, not of Hispanic Origin

15.e.(3) Hispanic

15.e.(4) Asian/Pacific Islander

15.e.(5) American Indian/Alaskan Native

15.f. Substance Involvement. Enter an "X" in the box that indicates the victim's substance involvement 12 hours before or during the incident.

15.f.(1) - 15.f.(5) Includes one choice of alcohol, drugs, alcohol and drugs, unknown, or no involvement.

15.g. Victim Resides. Enter an "X" in the box that indicates the location of the victim's residence, as follows:

15.g.(1) On installation

15.g.(2) Off installation

15.h. Number of Children in Home. Enter the number of children, including the child victim, who reside in the victim's home.

15.i. Incident Occurred. Enter an "X" in the box that indicates the location where the incident occurred, as follows:

15.i.(1) On installation

15.i.(2) Off installation

16. Alleged Offender Data

16.a. Name. Enter the primary offender's name (last, first, and middle initial).

16.b. Social Security Number. Enter SSN.

16.c. Date of Birth. Enter date of birth by year, month, and day.

16.d. Sex. Enter an "M" or an "F" to indicate individual's sex.

16.e. Branch of Service. Enter the individual's branch of Service or status.

16.e.(1) - 16.e.(7) Includes Army, Navy, Air Force, Marine Corps, Coast Guard, Retired Military, or Civilian/Other.

16.f. Number of Secondary Offenders in this Case. Enter the number of secondary offenders that may be involved in the case. Complete section 16. of another DD Form 2486 for each additional offender and attach to the initial report. Enter "zero," if there are no other offenders.

If alleged offender is active duty military, complete items 16.g. and 16.h., if not, go to 16.i.

16.g. Pay Grade. Enter the pay grade using three digits (e.g., E03, W03, O03, or G03).

16.h. RATE/MOS/AFSC. Enter the code identifying the specific Service rate, military occupational speciality (MOS), or Air Force Speciality Code (AFSC).

16.i. Relationship to Victim. Enter an "X" in the box that indicates the alleged offender's relationship to the victim. Please specify the category of care provider for military child care in block marked "other."

16.i.(1)(a) - 16.i.(1)(e) Intrafamilial. Includes natural parent, step/adoptive parent, spouse, sibling, or other (specify).

16.i.(2)(a) - 16.i.(2)(e) Extrafamilial. Includes neighbor/friend/acquaintance, teacher, military child care, other child care, or other (specify).

16.j. History of Violence and/or Abuse. Enter an "X" in box(es) indicating

a history of child and/or spouse abuse and/or substance abuse as follows:

16.j.(1) Referred to an alcohol rehabilitation program

16.j.(2) Referred to a drug rehabilitation program

16.j.(3) Previous involvement in child abuse

16.j.(4) Previous involvement in spouse abuse

16.j.(5) Offender was abused as a child

16.j.(6) Previous history unknown

16.j.(7) No previous record of abuse

16.k. Marital Status. Enter an "X" in the box that describes current marital status.

16.k.(1) - 16.k.(3) Includes single, married, or divorced/separated.

16.l. Substance Involvement. Enter an "X" in the box that indicates the alleged offender's substance involvement within 12 hours before or during the incident.

16.l.(1) - 16.l.(5) Includes one choice of alcohol, drugs, alcohol and drugs, unknown, or no involvement.

16.m. Race/Ethnic Group. Enter an "X" in the box that most accurately reflects the offenders racial and/or ethnic group recognition within his or her community. These groups include the following:

16.m.(1) White, not of Hispanic Origin

16.m.(2) Black, not of Hispanic Origin

16.m.(3) Hispanic

16.m.(4) Asian/Pacific Islander

16.m.(5) American Indian/Alaskan Native

17. Actions Involved in Case to Date

17.a. Military. Enter an "X" in the box(es) that indicate(s) action(s) to date by a Military Service provider.

17.a.1. - 17.a.(5) Includes medical, family services, police investigation, court involvement, or administrative action.

17.b. Civilian. Enter an "X" in the box(es) that indicate(s) action(s) to date by a civilian service provider.

17.b.(1) - 17.b.(4) Includes medical, social services, police investigation, or court involvement.

17.c. CHAMPUS Referral. Enter an "X" in the box that indicates whether or not a case has been referred to CHAMPUS for evaluation and/or treatment of conditions associated with maltreatment as follows:

17.c.(1) Yes

17.c.(2) No

17.d. No Services Provided. Enter an "X" in the box if no family advocacy services are provided in the case.

17.e. Other Services (Specify). Enter an "X" in the box and specify other services provided.

18. Incident Notes. Enter incident notes from the FAP officer or CRC that clarify details of the case. (This block is available for Service over-printing to collect Service specific data.)

19. Authenticating Official

19.a. Typed or Printed Name. The designated authenticating official at the military installation initiating the report shall be identified by last name, first name, and middle initial.

19.b. Signature. Enter signature.

19.c. Date Signed. Enter date incident report is signed.

19.d. Title. Enter official's title.

E2.A2. ATTACHMENT 2 TO ENCLOSURE 2

TERMS FOR COMPLETING DD FORM 2486, JUL 86,
CHILD/SPOUSE ABUSE INCIDENT REPORT

1. Case Number. The Service number designation that identifies the case for the central registry. A case is comprised of a single victim and the incident or subsequent incidents of maltreatment while case remains open.

2. Report Sequence Code. The Service code used to identify reports represents the number of each report, in sequence, that is submitted on a case. The initial report shall be the first in the sequence. Each additional report shall be one higher.

3. Date Case Opened. The year, month, and day that the case was reported to the FAP officer or other members of the CRC and entered into the administrative system. The CRC is a multidisciplinary team of designated individuals, working at the installation level, tasked with the evaluation and determination of maltreatment cases and the development and coordination of treatment and disposition recommendations.

4. Medical Treatment Facility Code. The Service code that designates the MTF generating the report.

5. Major Command Code. The Service code that designates the major command for the MTF.

6. Case Status Determination Date. The date (year, month, and day) the CRC makes an initial or revised case status determination.

7. Source of Initial Referral. The identification of an individual or group directly notifying the FAP officer of the report of an initial incident of alleged maltreatment. Select the single category most descriptive of the source of referral.

7.a. Military. Uniformed and civilian personnel of the Department of Defense or the Department of Transportation who, not acting in their individual capacity, but as a member of a military organization, refer a case to the FAP officer in the interest of protecting a child or spouse.

7.a.(1) Law Enforcement. Includes military police, trial counsel, and their staff personnel.

7.a.(2) Medical/Dental Treatment Facility. A member of the MTF/DTF staff.

7.a.(3) Family Centers. Includes social workers, counselors, mental health workers, and the staff of an Army Community Service Center, a Navy or Marine Corps Family Service Center, an Air Force Family Support Center, or a social service organization. This term does not include individuals assigned to a MTF.

7.a.(4) Child Care. Includes babysitters, day care home or center staff, nursery school, preschool staff, or other out-of-home child care providers. Also, includes the following:

7.a.(4)(a) School. Includes any administrator, teacher, or other staff member employed by or volunteering in the Section 6 or DoD Dependents Schools.

7.a.(4)(b) Recreation Center. Includes league directors, officials, coaches, and program staff members.

7.a.(5) Command. Includes any referral from the individual's chain of command.

7.a.(6) Chaplain. A military representative of a religious group or order.

7.a.(7) Other (Specify). Includes other than those listed in subparagraphs 7.a.(1) through 7.a.(6), above, who act in a professional capacity and represent a military organization not included in other categories, such as drug and alcohol program staff or emergency relief.

7.b. Civilian. Includes any civilian not employed by the Department of Defense who, representing a civilian organization, refers a case to the FAP officer or other CRC members in the interest of protecting a child or spouse.

7.b.(1) Law Enforcement. Includes peace officers, officers of the court, personnel assigned to a law enforcement organization, prosecutors, and court personnel.

7.b.(2) Medical/Dental. A member of the staff of a health care facility and/or clinicians in private practice.

7.b.(3) Social Services. A staff member of a private or public social service agency, to include staff members of State CPS.

7.b.(4) Child Care. Includes babysitters, day care home or center staff, nursery school, preschool staff, or other out-of-home child care providers. Also, includes the following:

7.b.(4)(1) School. Includes any administrator, teacher, or other staff member employed by or volunteering in the public or private schools.

7.b.(4)(2) Recreation Center. Includes league directors, officials, coaches, and program staff members.

7.b.(5) Clergy. A representative of a religious group or order.

7.b.(6) Other (Specify). Consists of persons other than those listed in subparagraphs 7.b.(1) through 7.b.(5), above, who are acting in a professional capacity and represent civilian organizations.

7.c. Non-Affiliated. Includes all reporting individuals who become aware of maltreatment covered by this form and make the report in a private, non-professional capacity. This includes family members, relatives, friends, neighbors, the victim, and the offender.

7.c.(1) Neighbor/Friend/Relative. A parent or guardian, neighbor, friend, acquaintance, or relative of individual involved in reporting the case.

7.c.(2) Self-Referral, Victim. Report initiated by the victim.

7.c.(3) Self-Referral, Offender. Report initiated by the offender.

7.c.(4) Other (Specify). This source consists of persons other than those listed in subparagraphs 7.c.(1) through 7.c.(3), above, such as an anonymous reporter.

8. Type of Victim. This category pertains to all incidents of abuse under investigation, whether "unsubstantiated," "suspected," or "substantiated."

8.a. Child Abuse/Neglect. The physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child

under the age of 18 by a parent, guardian, employee of a residential facility, or any staff person providing out-of-home care, who is responsible for the child's welfare, under circumstances that indicate that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person.

8.b. Spouse Abuse. Includes assault, battery, threat to injure or kill, or other act of force or violence, or emotional maltreatment inflicted on a partner in a lawful marriage when one or both of the partners are military members or employed by the Department of Defense and eligible for treatment. Spouse under 18 years of age shall be treated in this category.

9. Notification Forwarded To Child Protection Services (CPS)? DoD policy prescribes the reporting of known or alleged incidents of child abuse and/or neglect to civilian agencies tasked with receiving such reports. When incidents occur overseas where there is usually no agency to receive reports, "not applicable" is the proper response.

10. Type of Report to Registry. This identifies the report to the Service central registry for proper coding.

10.a. Initial. This is the first report filed in the case.

10.b. Updated Report. New information is available in a current case.

10.b.(1) Status Change. A case status change has occurred since previous semiannual report, such as from "suspected" to "substantiated," from "suspected" to "unsubstantiated," or other such changes.

10.b.(2) Subsequent Incident. Another occurrence of the same type or a different type of maltreatment has occurred in the case.

10.c. Case Closed. The case is administratively closed when no subsequent incident of maltreatment has occurred within 1 year of the last incident, when the CRC determines that the intervention is complete and the risk of further maltreatment is resolved, when family members are separated and the risk of maltreatment is no longer present, or when death occurs.

10.c.(1) Resolved. The case is closed when no incident has occurred and treatment is deemed complete, when family members are separated and the threat of maltreatment is no longer present, or when death occurs.

10.c.(2) Unresolved. The case is closed within 1 year of the last reported incident when no subsequent incident has occurred, despite incomplete treatment and/or lack of client cooperation.

10.c.(3) Separated from Service. The case is closed when the sponsor is released from active Military Service.

10.d. Transferred (Specify). The sponsor is reassigned to an installation outside the geographical area serviced by the reporting MTF.

10.e. Reopened Case. Another incident of maltreatment has occurred in a closed case and is identified as a reopened (new) case this reporting period.

11. Case Status. The status of the case at the time of the report.

11.a. Substantiated. A case that has been investigated and the preponderance of available information indicates that abuse has occurred. This means that the information that supports the occurrence of abuse is of greater weight or more convincing than the information that indicates that abuse did not occur.

11.b. Suspected. A case determination is pending further investigation. Duration for a case to be "suspected" and under investigation should not exceed 12 weeks.

11.c. Unsubstantiated. An alleged case that has been investigated and the available information is insufficient to support the claim that child abuse and/or neglect or spouse abuse did occur. The family needs no family advocacy services.

12. Sponsor Data. The sponsor is an active duty military member or employed by the Department of Defense to whom benefits accrue as a result of his or her employment.

12.a. - 12.d. Name, Social Security Number, Pay Grade, and Branch of Service or status.

13. Type of Maltreatment. The particular form of abuse or neglect experienced by the victim.

13.a. Major Physical Injury. This includes brain damage, skull fracture, subdural hemorrhage or hematoma, bone fracture, dislocations, sprain, internal injury,

poisoning, burn, scald, severe cut, laceration, bruise, welt, or any combination thereof, which constitutes a substantial risk to the life or well-being of the victim. These injuries specifically include the following:

13.a.(1) Brain Damage and/or Skull Fracture. The individual has experienced a severe injury resulting in the fracture of the skull and/or damage to the brain.

13.a.(2) Subdural Hemorrhage or Hematoma. Bleeding or a blood clot occurring under the outer covering of the brain.

13.a.(3) Bone Fracture. Any breaking or cracking of a bone, not including skull fracture. All bone fractures are considered major physical injuries.

13.a.(4) Dislocation or Sprain. Displacement of bone at a joint, injury to tendons, ligaments, or muscles. All dislocations or sprains are considered major physical injuries.

13.a.(5) Internal Injury. Injury to the organs within the body, not including brain damage.

13.a.(6) Poisoning. The willfull oral or injected administration of a substance that is known to cause harm, or ingestion of a poisonous substance due to negligence by a caretaker.

13.a.(7) Burn or Scald. Injury or damage by excessive heat such as flame, steam, liquid, or cigarette.

13.a.(8) Severe Cut, Laceration, or Bruise. Damage to the skin including stabbing or slashing of the skin resulting in excessive bleeding or damage to the blood vessels directly underneath the skin as a result of a blow or sharp instrument.

13.a.(9) Other Major Physical Injury. Any other physical injury not listed in subparagraphs 13.a.(1) through 13.a.(8), above, which seriously impairs the health or physical well-being of a victim.

13.b. Minor Physical Injury. Includes twisting, shaking, minor cut, bruise, welt, or any combination thereof, which do not constitute a substantial risk to the life or well-being of the victim.

13.b.(1) Minor Cut, Bruise, or Welt. Minor damage to the skin or to

the blood vessels directly underneath the skin caused by a blow or a cut which does not involve extensive bleeding.

13.b.(2) Twisting or Shaking. Twisting of a limb or shaking of the victim, as by the shoulders, which does not result in a sprain or fracture injury.

13.b.(3) Other Minor Injury. Any other physical injury not listed in subparagraphs 13.b.(1) through 13.b.(2), above, that does not pose serious risk to the health or physical well-being of the victim.

13.c. Child Sexual Maltreatment. This category includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct) or the rape, molestation, prostitution, or other such form of sexual exploitation of children, or incest with children. All sexual activity between an offender and a child, when the offender is in a position of power over the child, is considered sexual maltreatment. Sexual maltreatment specifically includes the following:

13.c.(1) Exploitation. Forcing a child to look at the offender's genitals, forcing a child to observe an offender's masturbatory activities, exposing of a child's genitals, talking to a child in a sexually explicit manner, peeping at a child while undressed, or involving a child in sexual or immoral activity such as pornography or prostitution; the offender does not have direct physical contact with the child.

13.c.(2) Rape/Intercourse. Sexual intercourse with a child involving penetration of the child's vagina or rectum, however slight, by means of physical force or emotional manipulation; taking advantage of a child's naivete by encouraging and having sexual intercourse with a child.

13.c.(3) Molestation. Fondling or stroking of breasts or genitals, oral sex, or attempted penetration of the child's vagina or rectum.

13.c.(4) Incest. Sexually explicit activity identified in subparagraphs 13.c.(1) through 13.c.(3), above, between a child and a parent, a sibling or other relative too closely related to be permitted by law to marry.

13.c.(5) Other Sexual Maltreatment. Other sexual activity with a child not mentioned in subparagraphs 13.c.(1) through 13.c.(4), above.

13.d. Deprivation of Necessities. Includes neglecting to provide victim

with nourishment, clothing, shelter, health care, education, supervision, or contributing to a failure to thrive, when able and responsible to do so. Necessities deprivation specifically includes the following:

13.d.(1) Neglecting to Provide Nourishment. Failure to provide adequate or proper food, which results in a malnourished condition for the victim.

13.d.(2) Neglecting to Provide Appropriate Shelter. Failure to provide proper protection against the elements, sanitary living facilities, or a home by excluding the victim from the home.

13.d.(3) Neglecting to Provide Clothing. Failure to provide the victim with adequate or proper clothing suitable for the weather, cleanliness, or custom and culture of the area.

13.d.(4) Neglecting to Provide Health Care. Failure to provide for proper medical or dental care that affects adversely or might affect adversely the physical, mental, or psychological well-being of the victim.

13.d.(5) Failure to Thrive. A condition of a child indicated by not meeting developmental milestones for a typical child in the child's position; i.e., low height and weight or developmental retardation. The conditions are secondary to abuse or neglect.

13.d.(6) Lack of Supervision. Inattention on the part of, or absence of, the caretaker that results in injury to the child or that leaves the child unable to care for him or herself, or the omission to have the child's behavior monitored to avoid the possibility of injuring self or others.

13.d.(7) Educational Neglect. Allowing for extended or frequent absence from school, neglecting to enroll the child in school, or preventing the child from attending school for other than justified reasons (e.g., illness, inclement weather).

13.d.(8) Abandonment. The absence of a caretaker when the caretaker does not intend to return or is away from home for an extended period without arranging for a surrogate caretaker.

13.e. Emotional Maltreatment. Includes behavior on the part of the offender that contributes to low self-esteem, undue fear or anxiety, or other damage to the victim's psychological well-being.

13.e.(1) Emotional Abuse. Active, intentional berating, disparaging, or other abusive behavior toward the victim that affects adversely the psychological well-being of the victim.

13.e.(2) Emotional Neglect. Passive or passive-aggressive inattention to the victim's emotional needs, nurturing, or psychological well-being.

13.f. Fatality. Death of the victim because of maltreatment.

14. Type of Treatment. The services necessary to protect and treat the victim.

14.a. Social Services. The victim receives social services.

14.b. Medical Outpatient. The victim receives outpatient care.

14.c. Medical Inpatient. The victim is admitted as an inpatient.

15. Victim Data. The "victim" is an individual who is the subject of abuse and/or neglect or whose welfare is harmed or threatened by acts of omission or commission by another individual or individuals. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, or caretaker is legally responsible. The relationship may be natural child, adopted child, stepchild, foster child, ward, or person of any age incapable of self-support because of a mental or physical incapacity and for whom treatment in a military facility is authorized. A "spouse" is a partner in a lawful marriage where one or both of the partners are military members, or employed by the Department of Defense and eligible for treatment. An incident report is to be completed for each victim.

15.a. - 15.e. Name, Social Security Number (if Available), Sex, Date of Birth, and Race/Ethnic Group

15.f. Substance Involvement. The victim's known involvement with alcohol and/or drugs within 12 hours before or during the incident.

15.g. Victim Resides. Identify location of victim's home.

15.g.(1) On Installation. Located on a military installation or in military or military-leased housing.

15.g.(2) Off Installation. Located in the civilian community.

15.h. Number of Children in Home. Child(ren) living in the household environment including the victim and child(ren) who have not been identified as victim(s) and who may be at risk for abuse or neglect. This number shall provide an accurate accounting of all children potentially involved in abuse.

15.i. Incident Occurred. Identify location where the incident took place.

15.i.(1) On Installation. Located on a military installation or in military housing.

15.i.(2) Off Installation. Located in the civilian community.

16. Alleged Offender Data. Any person who allegedly caused the abuse or neglect of a child, or the abuse of a spouse, or whose act, or failure to act, substantially impaired the health or well-being of the abuse victim.

16.a. - 16.d. Name, Social Security Number, Date of Birth, and Sex

16.e.(1) - 16.e.(7) Branch of Service. Include Army, Navy, Air Force, Marine Corps, Coast Guard, and for report purposes additional categories include Retired Military and Civilian/Other, when persons in those categories are beneficiaries of the DoD medical care system.

16.f. Number of Secondary Offenders in This Case. If there is more than the one offender, indicate the number of secondary offenders involved in the abuse of the victim. If offenders equally are involved in the alleged abuse, consider the active duty member as primary offender.

16.g. Pay Grade. The step or degree, in a graduated scale of officer or military rank, which is established and designated as a grade by law or regulation. Select applicable grade code. Enlisted members range from E01 to E09, warrant officers range from W01 to W04, officers range from O01 to O10, and DoD employees range from G01 to G18. Report personnel in the Senior Executive Service and other Senior Personnel under G18.

16.h. Rate/MOS/AFSC. Provide the Navy and Coast Guard member's Rate, the Army and Marine Corps member's MOS, or the Air Force member's AFSC.

16.i. Offender Relationship to Victim

16.i.(1) Intrafamilial. The offender has responsibility for the child's welfare and is a parent, or is related by blood or marriage. In the case of spouse abuse the victim is married to the offender.

16.i.(1)(a) Natural parent of the child.

16.i.(1)(b) Stepparent or adoptive parent of the child or others serving in loco parentis.

16.i.(1)(c) Spouse. Partner in a lawful marriage where one or both of the partners is a military member or employed by the Department of Defense and eligible for treatment.

16.i.(1)(d) Sibling. Victim's sister, brother, step-sister, or stepbrother.

16.i.(1)(e) Other. Grandparent or other relative.

16.i.(2) Extrafamilial. The offender's relationship to the child is outside the family. This may range from having 24-hour out-of-home-care to having temporary responsibility for care and supervision of the child, such as a teacher or a babysitter. This category ranges from individuals who are known to the victim to those who are not, and those individuals living or visiting in the same residence who are unrelated to the victim by blood or marriage.

16.i.(2)(a) Neighbor/Friend/Acquaintance. Any person who is known personally to the victim and is not related.

16.i.(2)(b) Teacher. Any school staff member.

16.i.(2)(c) Military Child Care. "Out-of-home" child care services for children obtained by a DoD Component and provided by DoD personnel or personnel of DoD contractors or a person hired or certified, provisionally or otherwise, by a DoD Component, including a nonappropriated fund instrumentality.

16.i.(2)(d) Other Child Care. Care provided by a civilian or private nursery school or child care staff member, recreation program staff member, or individual such as a babysitter charged with responsibility for the child on a temporary basis.

16.i.(2)(e) Other (Specify). Any relationship not mentioned in subparagraphs 16.i.(2)(a) through 16.i.(2)(d), above, and known or unknown by the individual, spouse, or child's parents. This category includes foster parent(s), individual(s) acting in loco parentis and individual(s) living in the victim's dwelling.

16.j. History of Violence or Substance Abuse

16.j.(1) Has Been Referred to an Alcohol Rehabilitation Program. The offender is currently or has been assigned to an alcohol rehabilitation program.

16.j.(2) Has Been Referred to a Drug Rehabilitation Program. The offender is currently or has been assigned to a drug rehabilitation program.

16.j.(3) Involvement in Previous Established Case of Child Abuse. A prior case of "substantiated" child abuse is documented for the offender.

16.j.(4) Involvement in Previous Established Case of Spouse Abuse. A prior case of "substantiated" spouse abuse is documented for the offender.

16.j.(5) Offender was Abused as Child. Offender admits being abused as a child.

16.j.(6) History Unknown. Insufficient records on offender's history.

16.j.(7) No Record of Abuse. No record of involvement in either substance abuse and/or domestic violence.

16.k. Marital Status. Includes single, married, divorced, or separated.

16.l.(1) - 16.l.(5) Substance Involvement. The offender's known involvement with alcohol and/or drugs is within 12 hours before or during the incident.

16.m.(1) - 16.m.(5) Racial/Ethnic Group. Includes one choice of either White, not of Hispanic origin; Black, not of Hispanic Origin; Hispanic; Asian Pacific Islander; or American Indian/Alaskan Native; which reflects the offenders racial or ethnic group in his or her community.

17. Actions Involved in Case to Date. All services that are being provided or arranged for the family or individual involved in the case.

17.a. Military Actions

17.a.(1) Medical. All medical or dental services provided after the incident for evaluating or treating injuries or gathering medical evidence. This category includes military social services associated with the military MTF. The caseworker's response to a family violence report involves reporting to State authority, investigation, evaluation by the CRC, protection, and provision of other services as required.

17.a.(2) Family Services. Services provided by the Army Community Services Center, the Navy or Marine Corps Family Service Center, or the Air Force Family Support Center.

17.a.(3) Police Investigation. The military police have at some point been involved in responding to a call for assistance or in investigating the incident of maltreatment.

17.a.(4) Court Involvement. The military court system has at some point dealt with the incident of maltreatment and the offender as the subject of disciplinary proceedings. This includes nonjudicial punishment and court martial proceedings. Excluded are administrative measures such as reprimand, admonition, or counseling. This category does not include legal services to individuals.

17.a.(5) Administrative Action. Includes administrative separation, rehabilitative action, administrative reductions, letters of reprimand, and similar actions or counseling whether pecuniary liability for misconduct or negligence is imposed. This category does not include legal services provided to individuals.

17.b. Civilian

17.b.(1) Medical. Services provided after the incident were from civilian medical and/or dental personnel. The purposes were to evaluate or treat the attendant injuries and gather medical evidence of maltreatment.

17.b.(2) Social Services. The civilian caseworker's response to a family violence report to include investigation, report to State authority in case of child abuse and/or neglect, evaluation, protection, and provision of services, as required. This category includes all types of assistance, including advice, to support the family.

17.b.(3) Police Investigation. The civilian police have at some point been involved in responding to a call for assistance or in investigating the incident of maltreatment.

17.b.(4) Court Involvement. These actions include civil and criminal judicial proceedings before Federal, State, and foreign courts.

17.c. CHAMPUS Referral. Client referred for and provided treatment by a civilian agency for which the Civilian Health and Medical Program for the Uniformed Services (CHAMPUS) provides reimbursement.

17.d. No Services Provided. Self-explanatory category.

17.e. Other Services (Specify). Services or actions not identified in the previous categories.

18. Incident Notes. Space provided for notes from the FAP officer or CRC or for Service specific information collection.

19.a. - 19.d. Authenticating Official. Incident reports are prepared and signed by the Service's officially designated representative. This category includes the authenticating official's typed name, signature, date signed, and title.

E3. ENCLOSURE 3

DEPARTMENT OF DEFENSE CHILD AND SPOUSE ABUSE REPORT						REPORT CONTROL SYMBOL DD-FM&P(SA)1617		1. NAME OF REPORTING MILITARY SERVICE		
Enter actual number of new cases reported this reporting period in appropriate category. If none, enter zero.								2. PERIOD OF REPORT (K one)		
								a. OCTOBER - MARCH FY		
								b. APRIL - SEPTEMBER FY		
A. ALL NEW CASES REFERRED THIS REPORTING PERIOD						B. CASELOAD DATA				
CASE STATUS										
SOURCE OF REFERRAL	SUBSTANTIATED		SUSPECTED		UNSUBSTANTIATED					
	Child (1)	Spouse (2)	Child (3)	Spouse (4)	Child (5)	Spouse (6)				
1. MILITARY ORGANIZATION							1. NUMBER OF OPEN CASES "CARRIED OVER" FROM PREVIOUS REPORTING PERIOD			
a. Law Enforcement							2. DETERMINATION OF SUSPECTED CASES FROM PREVIOUS REPORTING PERIOD			
b. Medical/Dental (MTF)							a. Cases changed to Substantiated			
c. Family Centers							b. Cases changed to Unsubstantiated			
d. Other							c. Cases remaining Suspected			
2. CIVILIAN ORGANIZATION							3. CASE CLOSURE			
a. Law Enforcement							a. Cases closed for No Recurrence			
b. Medical/Dental							b. Cases closed at release from active duty			
c. Social Services							4. CASES TRANSFERRED			
d. Other							5. REOPENED CASES			
3. NON-AFFILIATED							Number of cases closed and reopened			
a. Self										
b. Neighbor/Friend/Relative										
c. Other										
4. TOTAL NUMBER OF CASES (A 1. + 2. + 3.)										
5. OVERSEAS CASES										

DD Form 2404, OCT 86

Previous edition is obsolete.

Page 1 of 3 Pages

D. OFFENDER INFORMATION																				
MALTREATMENT	OFFENDER AGE AND SEX								TYPE OF MALTREATMENT	OFFENDER RELATIONSHIP TO CHILD										
	17 AND YOUNGER		18 - 24		25 - 45		46 AND OLDER			TOTAL	PARENT	OTHER RELATIVE	TEACHER/CHILD-CARE	NEIGHBOR/FRIEND	OTHER	TOTAL				
	Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)	Male (7)	Female (8)									(9)	(11)	(12)	(13)
1 CHILD																				
a. Physical Injury										6. PHYSICAL INJURY										
b. Sexual Maltreatment										7. SEXUAL MALTREATMENT										
c. Deprivation of Necessities										8. DEPRIVATION OF NECESSITIES										
d. Emotional Maltreatment										9. EMOTIONAL MALTREATMENT										
e. Multiple Maltreatment										10. MULTIPLE MALTREATMENT										
f. TOTAL CASES (D 1 a + b + c + d + e)										11. TOTAL CASES (D 6 + 7 + 8 + 9 + 10)										
2 SPOUSE ABUSE																				
TOTAL CASES																				
CURRENT STATUS	OFFENDER PAY GRADE												PREVIOUS HISTORY AND RELATIONSHIP							
	E1-E3		E4-E6		E7-E9		WO		O1-O3		O4-O10			TOTAL	NO KNOWN HISTORY (1)	CHILD ABUSE (2)	SPOUSE ABUSE (3)	ALCOHOL REHAB (4)	DRUG REHAB (5)	
	C (1)	S (2)	C (3)	S (4)	C (5)	S (6)	C (7)	S (8)	C (9)	S (10)	C (11)	S (12)								C (13)
3 ACTIVE DUTY															12 RELATIONSHIP TO CHILD VICTIM					
a. Army															a. Parent / Step Parent					
b. Navy															b. Other Relative					
c. Air Force															c. Teacher/ Child Care					
d. Marine Corps															d. Friend/ Neighbor					
e. Coast Guard															e. Other/ Unknown					
f. Other															f. TOTAL CHILD ABUSE (D 12 a + b + c + d + e)					
g. TOTAL (D 3 a + b + c + d + e + f)															13 TOTAL SPOUSE ABUSE CASES					
4 OTHER THAN ACTIVE MIL PERSONNEL																				
5 TOTAL (D 3 g + D 4)																				

DD Form 2404, OCT 86

Page 3 of 3 Pages

Attachments - 3

1. Instructions for Completing DD Form 2404, Oct 86, Department of Defense Child and Spouse Abuse Report
2. Definitions for Completing DD Form 2404, Oct 86, Department of Defense Child and Spouse Abuse Report
3. Terms for Completing DD Form 2404, Oct 86, Department of Defense Child and Spouse Abuse Report

E3.A1. ATTACHMENT 1 TO ENCLOSURE 3

INSTRUCTIONS FOR COMPLETING DD FORM 2404, OCT 86,
DEPARTMENT OF DEFENSE CHILD AND SPOUSE ABUSE REPORT

The identifying information for DD Form 2404 includes the following:

1. Name of Reporting Military Service. Enter Army, Navy, Air Force, Marine Corps, or Coast Guard; as applicable. The Military Service providing care shall submit a report for all same-Service victims and submit a separate report for victims of each other Service affiliation.

2. Period of Report. Indicate the inclusive months of the semiannual report (October - March or April - September) and fiscal year.

2.a. October - March and FY.

2.b. April - September and FY.

The specific instructions are to enter actual number of incidents or cases reported this reporting period in the applicable category. Place a zero in all cells without an entry.

A. ALL NEW CASES REFERRED THIS REPORTING PERIOD. Case status and referral source for child and spouse victims.

A.1. - A.3. Military Organization, Civilian Organization, and Non-Affiliated. Enter the number of initial reports of new cases by applicable referral source.

A.4. Total Number of Cases. Enter the total number of initial reports received, as follows:

Columns (1) - (2) Enter the number of initial reports of new "substantiated" cases by source.

Columns (3) - (4) Enter the number of initial reports of new "suspected" cases by source.

Columns (5) - (6) Identify initial reports of new "unsubstantiated" cases by total number:

A.4.(1) + B.2.a.(1) = Total child cases on pages 3-2 and 3-3.

A.4.(2) + B.2.a.(2) = Total spouse cases on pages 3-2 and 3-3.

A.5. Overseas Cases. Enter the number of initial reports of new cases occurring overseas.

B. CASELOAD DATA

B.1. Number of Open Cases "Carried Over" from Previous Reporting Period. These cases are for open child (1) and spouse (2) abuse cases that were "substantiated" or "suspected" in a prior report.

B.2. Determination of "Suspected" Cases from Previous Reporting Period. "Carried Over" cases are NOT included with new cases in section A.

B.2.a. Cases Changed to "Substantiated." Enter the number of "suspected" cases from previous reporting periods that have been changed to "substantiated." This entry plus A.4.(i) child or A.4.(2) spouse comprise the total cases examined on pages 3-2 and 3-3.

B.2.b. Cases Changed to "Unsubstantiated." Enter the number of "suspected" cases from previous reporting periods that have been changed to "unsubstantiated."

B.2.c. Cases Remaining "Suspected." Enter the number of "suspected" cases that have remained "suspected."

B.3. Case Closure

B.3.a. Case Closed For No Recurrence. Enter the total number of cases closed without recurrence of abuse.

B.3.b. Cases Closed at Release From Active Duty. Enter the total number of cases closed because of discharge or release from active duty Military Service.

B.4. Cases Transferred. Enter the total number of cases transferred to a new duty station.

B.5. Reopened Cases. Enter the number of "substantiated" cases in which Service records indicate that a previous "substantiated" or "suspected" case had been closed for the offender and/or the victim and was reopened as a new case.

C. VICTIM INFORMATION. Pertains to all "substantiated" cases.

C.1. Incident Data

C.1.a. - C.1.d. Type of Child Maltreatment. Enter the number of occurrences of maltreatment in all cases by type of maltreatment, by age, and by sex of the child. Maltreatment includes physical injury, sexual maltreatment, deprivation of necessities, and/or emotional maltreatment.

C.1.e. Total Child Incidents. Enter the total number of occurrences of maltreatment for the respective columns by age and sex of the child. The incident numbers need not reconcile with case numbers.

C.1.f. Total Spouse Incidents. Enter the total number of occurrences of maltreatment in all spouse abuse cases by age and sex of the victim. Incident numbers need not reconcile with case numbers.

C.2. Case Data. Data is divided into (1) child or (2) spouse.

C.2.a. Cases Involving Single Maltreatment. Enter the number of cases involving single incidents of maltreatment. For the purposes of this report, include emotional maltreatment that occurs with one other type of maltreatment as a single maltreatment. Enter the case by the primary type of maltreatment at D.1.a.(9) through D.1.e.(9):

Child case data totals: $C.2.a.(1) + C.2.b.(1) = C.2.g.(1)$

Spouse case data totals: $C.2.a.(2) + C.2.b.(2) = C.2.g.(2)$

C.2.b. Cases Involving Multiple Maltreatment. Enter the number of cases involving multiple incidents of maltreatment. Because emotional maltreatment may be included in every case, enter cases that included only "physical injury," "sexual maltreatment," and/or "deprivation of necessities" combined as multiple maltreatment. Cases shall total the same number for D.1.e.(9) and D.10. (6).

C.2.c. Cases Involving Recidivism. Enter the number of cases involving recidivism; i.e., subsequent incident(s) within an "open" case.

C.2.d. Cases Resulting in Fatality. Enter the number of cases that resulted in a fatality this reporting period. These cases are reflected in incident and case data on pages 3-2 and 3-3 or were documented in a previous report.

C.2.e. Intrafamilial Cases. Enter the number of cases identified as "intrafamilial:"

Child case data totals: $C.2.e.(1) + C.2.f.(1) = C.2.g.(1)$.

Spouse case data totals: $C.2.e.(2) = C.2.g.(2)$

C.2.f. Extrafamilial Cases. Enter the number of cases identified as "extrafamilial." By definition, there are no "extrafamilial" spouse abuse cases.

C.2.g. Total Cases

C.2.g.(1) Enter the total number of child maltreatment cases this reporting period. This is not a column total.

C.2.g.(2) Enter the total number of spouse abuse cases this reporting period. This is not a column total.

D. OFFENDER INFORMATION. Primary offender information for all substantiated cases.

D.1. Child Maltreatment. Includes primary offender age and sex.

D.1.a. - D.1.e. Enter the number of cases of child maltreatment type by the age group and sex of the primary offender. Maltreatment includes physical injury, sexual maltreatment, deprivation of necessities, emotional maltreatment, or multiple maltreatment.

D.1.f. Total Cases. Enter the total cases from items D.1.a. through D.1.e.

D.2. Spouse Abuse. Enter the total cases of spouse abuse by the age group and sex of the offender.

D.3. Current Status Active Duty. Includes offender pay grade.

D.3.a. - D.3.f. Enter all cases involving an active duty primary offender according to pay grade status as child offender (C) or spouse offender (S). Active duty pertains to Army, Navy, Air Force, Marine Corps, Coast Guard, or other.

D.3.g. Total (D.3.a. + b. + c. + d. + e. + f.). Enter the total for each column.

D.4. Current Status Other Than Active Military Personnel. Enter the

number of cases of any primary offenders other than active duty military personnel, known or unknown.

D.5. Total (D.3.g. + D.4.). Enter the total number from blocks D.3.g.(13) and D.4.(13). The total shall be the same number as C.2.g.(1) and D.1.f.(9) in child abuse cases. Enter the total number from blocks D.3.g.(14) and D.4.(14). The total shall be the same as C.2.g.(2) and D.2.(9) in spouse abuse cases.

Type of Maltreatment. Includes primary offender relationship to child.

D.6. - D.10. Enter the number of cases of maltreatment and relationship of the primary offender to the victim. Maltreatment includes physical injury, sexual maltreatment, deprivation of necessities, emotional maltreatment, or multiple maltreatment.

D.11. Total Cases (D.6. + 7. + 8. + 9. + 10.). This total number shall reconcile with the totals (A.4.(1) plus B.2.a.(1)), D.1.f.(9), and D.5.a.(13) for child abuse cases.

Previous History and Relationship

D.12. Relationship to Child Victim

D.12.a. - D.12.e. Enter the number of cases according to the primary offender's relationship to the child abuse victim. Included are parent/step parent, other relative, teacher/child care, friend/neighbor, or other/unknown.

D.12.f. Total Child Abuse (D.12.a. + b. + c. + d. + e.). Enter the total number of cases in rows 12.a. through 12.e.

D.13. Total Spouse Abuse Cases. Enter the number of cases pertaining to spouse abuse.

D.13.(1) No Known History. Enter the number of cases when an offender's previous history of violence and/or substance abuse is unknown.

D.13.(2). - D.13.(5) Child Abuse, Spouse Abuse, Alcohol Rehab, and Drug Rehab. Enter the number of cases of previously substantiated histories of abuse and/or confirmed assignment to a substance rehabilitation program.

E3.A2. ATTACHMENT 2 TO ENCLOSURE 3

DEFINITIONS FOR COMPLETING DD FORM 2404,
OCT 86, DEPARTMENT OF DEFENSE CHILD AND SPOUSE ABUSE REPORT

1. Case. A single victim and the incident or subsequent incidents of maltreatment constitute an individual case.

2. Case Status. The status of the case at the time of the report. Includes "substantiated," "suspected," or "unsubstantiated," as follows:

2.a. Substantiated. A case that has been investigated and the preponderance of available information indicates that abuse has occurred. This means that the information that supports the occurrence of abuse is of greater weight or more convincing than the information that indicates that abuse did not occur.

2.b. Suspected. A case determination is pending further investigation. Duration for a case to be "suspected" and under investigation should not exceed 12 weeks.

2.c. Unsubstantiated. An alleged case that has been investigated and the available information is insufficient to support the claim that child abuse and/or neglect or spouse abuse did occur. The family needs no family advocacy services.

3. Incident. An occurrence that may include one or more types of maltreatment. An incident report is completed for each victim.

4. Type of Victim. This category pertains to all cases of abuse under investigation, whether "substantiated," "suspected," or "unsubstantiated." This includes any individual who is the subject of abuse or neglect or whose welfare is harmed or threatened by acts of omission or commission by another individual or individuals.

4.a. Child Abuse/Neglect. Includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The

term "child" means a natural child, adopted child, stepchild, foster child, or ward. The term also includes an individual of any age who is incapable of self-support because of a mental or physical incapacity and for whom treatment in a MTF is authorized.

4.b. Spouse Abuse. This category includes assault, battery, threat to injure or kill, other act of force or violence, or emotional maltreatment inflicted on a partner in a lawful marriage when one or both of the partners is a military member or employed by the Department of Defense and is eligible for treatment. A spouse under 18 years of age shall be treated in this category.

E3.A3. ATTACHMENT 3 TO ENCLOSURE 3

TERMS FOR COMPLETING DD FORM 2404, OCT 86,
DEPARTMENT OF DEFENSE CHILD AND SPOUSE ABUSE REPORT

1. Military Service. Includes Army, Navy, Air Force, and Marine Corps, and the Coast Guard by agreement with the DoT.

2.a. - 2.b. Reporting Period. Identifies the inclusive months of the semi-annual report, October through March, or April through September, for each fiscal year.

A. ALL NEW CASES REFERRED THIS REPORTING PERIOD. This category includes source of referral. The identification of an individual or group directly notifying the FAP officer of the report of an initial incident of alleged maltreatment. Select the single category most descriptive of the source of referral.

A.1. Military Organization. Uniformed and or civilian personnel of the Department of Defense or the DoT who, not acting in their individual capacity but as members of a military organization, refer a case to the FAP officer or other CRC members in the interest of protecting a child or spouse.

A.1.a. Law Enforcement. Includes military police, trial counsel, and their staff personnel.

A.1.b. Medical/Dental (MTF/DTF). A member of a MTF or DTF staff.

A.1.c. Family Centers. Includes social workers, counselors, mental health workers, and the staff of an Army Community Service Center, a Navy and Marine Corps Family Service Center, an Air Force Family Support Center, or a social service organization. This term does not include individuals assigned to a MTF.

A.1.d. Other. This source consists of persons other than those listed in subsection A.1., above, who act in a professional capacity and represent a military organization, such as chaplains, legal assistance attorneys, installation child care, family life center, drug and alcohol program, recreation center, and Section 6 or DoD Dependents Schools staff.

A.2. Civilian Organization. Includes any civilian not employed by the Department of Defense who, representing a civilian organization, refers a case to the

FAP officer or other CRC members in the interest of protecting a child or spouse.

A.2.a. Law Enforcement. Includes peace officers, officers of the court, personnel assigned to a law enforcement organization, prosecutors, and court personnel.

A.2.b. Medical/Dental. A member of the staff of a health care facility or clinicians in private practice.

A.2.c. Social Services. A staff member of a private or public social service agency, to include staff members of State CPS.

A.2.d. Other. This source consists of persons other than those listed in subsection A.2., above, who are acting in a professional capacity and represent civilian organizations such as schools, child care facilities, recreation facilities, churches, or law offices.

A.3. Non-Affiliated. Includes all reporting individuals who became aware of maltreatment covered by this form and make the report in a private and non-professional capacity. This includes family members, relatives, friends, neighbors, the victim, and the offender.

A.3.a. Self Referral. Report of maltreatment by an involved individual, either victim or offender.

A.3.b. Neighbor, Friend, or Relative. A parent or guardian, neighbor, friend, acquaintance, or relative of individual involved in reporting the case.

A.3.c. Other. This source consists of persons other than those listed in paragraphs A.3.a. through A.3.b., above, such as an anonymous reporter.

A.4. Total Number of Cases (A.1. + 2. + 3.).

A.5. Overseas Cases. Identify the number of cases occurring at installations located overseas.

B. CASE LOAD DATA. Pertains to all cases of abuse under investigation, whether "suspected" or "substantiated."

B.1. Number of Open Cases "Carried Over" From Previous Reporting Period. Those "substantiated" or "suspected" case submissions that have been

reported in the previous reporting period as either a new case or as a new case status and have not reached the 1 year case closed status.

B.2. Determination of Suspected Cases From Previous Reporting Periods. This includes the three categories in B.2.a. through B.2.c.

B.2.a. - B.2.c. The case status has changed from "suspected" to "substantiated," from "suspected" to "unsubstantiated," or has remained "suspected."

B.3. Case Closure.

B.3.a. Cases Closed For No Recurrence. The case is normally determined to be administratively closed when no subsequent incident of maltreatment has occurred within 1 year of the previous reported incident.

B.3.b. Cases Closed at Release From Active Duty. The case is closed when the sponsor is released from active Military Service.

B.4. Cases Transferred. The sponsor is reassigned to an installation outside the geographical area served by the reporting MTF.

B.5. Reopened Cases. An incident of maltreatment has recurred in a closed case and is identified as a reopened (new) case this reporting period.

C. VICTIM INFORMATION

C.1. Incident Data. Type of maltreatment includes the physical injury, sexual maltreatment, deprivation of necessities, emotional maltreatment, or total incidents experienced by the victim.

C.1.a. Physical Injury. Major physical injury includes brain damage, skull fracture, subdural hemorrhage or hematoma, bone fracture, dislocation, sprain, internal injury, poisoning, burn, scald, severe cut, laceration, bruise, welt, or any combination thereof, which constitutes a substantial risk to the life or well-being of the victim. Minor physical injury includes twisting, shaking, minor cut, bruise, welt or any combination thereof, which do not constitute a substantial risk to the life or well-being of the victim. The following items, although not listed on DD Form 2404, constitute physical injury:

C.1.a.(1) Brain Damage or Skull Fracture. The individual has experienced a severe injury resulting in the fracture of the skull or damage to the brain.

C.1.a.(2) Subdural Hemorrhage or Hematoma. Bleeding or a blood clot occurring under the outer covering of the brain.

C.1.a.(3) Bone Fracture. Any breaking or cracking of a bone, not including skull fracture. All bone fractures are considered major physical injuries.

C.1.a.(4) Dislocation or Sprain. Displacement of bone at a joint, injury to tendons, ligaments, or muscles. All dislocations and sprains are considered major physical injuries.

C.1.a.(5) Internal Injury. Injury to the organs within the body, not including brain damage.

C.1.a.(6) Poisoning. The willful oral or injected administration of a substance that is known to cause harm, or ingestion of a poisonous substance due to negligence by a caretaker.

C.1.a.(7) Burn or Scald. Injury or damage by excessive heat such as flame, steam, liquid, or cigarette.

C.1.a.(8) Severe Cut, Laceration, or Bruise. Damage to the skin including stabbing or slashing of the skin resulting in excessive bleeding or damage to the blood vessels directly underneath the skin as a result of a blow or sharp instrument.

C.1.a.(9) Other Major Physical Injury. Any other physical injury not listed in subparagraphs C.1.a.(1) through C.1.a.(8), above, that seriously impairs the health or physical well-being of a victim.

C.1.a.(10) Minor Cut, Bruise, or Welt. Minor damage to the skin or to the blood vessels directly underneath the skin caused by a blow or a cut which does not involve extensive bleeding.

C.1.a.(11) Twisting or Shaking. Twisting of a limb or shaking of the victim, as by the shoulders, which does not result in a sprain or fracture injury.

C.1.a.(12) Other Minor Injury. Any other physical injury that does not pose serious risk to the health or physical well-being of the victim.

C.1.b. Sexual Maltreatment. Includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a

child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct), or the rape, molestation, prostitution, or other such form of sexual exploitation of children, or incest with children. All sexual activity between an offender and a child, when the offender is in a position of power over the child, is considered sexual maltreatment. The following specifies the categories that constitute sexual maltreatment, but are not listed on DD Form 2404:

C.1.b.(1) Exploitation. Forcing a child to look at the offender's genitals, forcing a child to observe an offender's masturbatory activities, exposing of a child's genitals, talking to a child in a sexually explicit manner, peeping at a child while undressed, or involving a child in sexual or immoral activity such as pornography or prostitution; the offender does not have direct physical contact with the child.

C.1.b.(2) Rape and/or Intercourse. Sexual intercourse with a child involving penetration of the child's vagina or rectum, however slight, by means of physical force or emotional manipulation; taking advantage of a child's naivete by encouraging and having sexual intercourse with him and/or her.

C.1.b.(3) Molestation. Fondling or stroking of breasts or genitals, oral sex, or attempted penetration of the child's vagina or rectum.

C.1.b.(4) Incest. Sexually explicit activity identified in subparagraphs C.1.b.(1) through C.1.b.(3), above, between a child and a parent, a sibling, or other relative too closely related to be permitted by law to marry.

C.1.b.(5) Other Sexual Maltreatment. Other sexual activity with a child not mentioned in subparagraphs C.1.b.(1) through C.1.b.(4), above.

C.1.c. Deprivation of Necessities. Includes neglecting to provide victim with nourishment, clothing, shelter, health care, education, supervision, or contributing to a failure to thrive, when able and responsible to do so as follows:

C.1.c.(1) Neglecting to Provide Nourishment. Failure to provide adequate or proper food, which results in a malnourished condition for the victim.

C.1.c.(2) Neglecting to Provide Appropriate Shelter. Failure to provide proper protection against the elements, sanitary living facilities, or a home by excluding the victim.

C.1.c.(3) Neglecting to Provide Clothing. Failure to provide the

victim with adequate or proper clothing suitable for the weather, cleanliness, or custom and culture of the area.

C.1.c.(4) Neglecting to Provide Health Care. Failure to provide for proper medical and/or dental care that affects adversely or might affect adversely the physical, mental, or psychological well-being of the victim.

C.1.c.(5) Failure to Thrive. A condition of a child indicated by not meeting developmental milestones for a typical child in the child's position; i.e., low height and weight or developmental retardation. The conditions are in addition to abuse or neglect.

C.1.c.(6) Lack of Supervision. Inattention on the part of, or absence of, the caretaker that results in injury to the child or that leaves the child unable to care for him and/or herself, or the omission to have the child's behavior monitored to avoid the possibility of injuring self or others.

C.1.c.(7) Educational Neglect. Allowing for extended or frequent absence from school, neglecting to enroll the child in school, or preventing the child from attending school for other than justified reasons (e.g., illness, inclement weather).

C.1.c.(8) Abandonment. The absence of a caretaker when the caretaker does not intend to return or is away from home for an extended period without arranging for a surrogate caretaker.

C.1.d. Emotional Maltreatment. Includes behavior on the part of the offender that contributes to low self-esteem, undue fear or anxiety, or other damage to the victim's psychological well-being.

C.1.d.(1) Emotional Abuse. Active, intentional berating, disparaging, or other abusive behavior toward the victim that affects adversely the psychological well-being of the victim.

C.1.d.(2) Emotional Neglect. Passive or passive-aggressive inattention to the victim's emotional needs, nurturing, or psychological well-being.

C.2. Case Data

C.2.a. Cases Involving Single Maltreatment

C.2.b. Cases Involving Multiple Maltreatment. Includes combination

of physical injury, sexual maltreatment, and deprivations of necessities. In cases where emotional maltreatment occurs in combination with only one of the three types of maltreatment, identify the case as that single type of maltreatment. For example, if emotional maltreatment occurs in combination with physical injury, identify the case in the physical injury category. Conceivably, every case may include emotional maltreatment.

C.2.c. Cases Involving Recidivism. A subsequent incident that occurs to a victim in an open case.

C.2.d. Cases Resulting in Fatality. Case is fatal when the victim died as a result of the maltreatment.

C.2.e. Intrafamilial. The offender has responsibility for the child's welfare and is either a parent or is related by blood or marriage. In the case of spouse abuse, the victim is married to the offender.

C.2.f. Extrafamilial. The offender's relationship to the child is outside the family. This may range from having 24-hour out-of-home-care to having temporary responsibility for care and supervision of the child, such as teacher or babysitter. This category ranges from known individuals living or visiting in the same residence who are unrelated to the victim by blood or marriage to individuals unknown to the victim.

D. OFFENDER INFORMATION. The offender is any person who allegedly caused the abuse or neglect of a child, or the abuse of a spouse, or whose act, or failure to act, substantially impaired the health or well-being of the abuse victim. This information includes offender age and sex. The age categories are 17 and younger, 18 through 24, 25 through 45, and 46 and older. See section C., above, for definitions of maltreatment types.

D.1. Child Maltreatment. Describes the primary offender involved in case of child maltreatment by age and sex.

D.2. Spouse Maltreatment. Describes the primary offender involved in a case of spouse abuse by age and sex.

D.3. Active Duty. Includes offender paygrade at the step or degree, in a graduated scale of officer or military rank, that is established and designated as a grade by law or regulation. Enlisted members range from E01 to E09, warrant officers range from W01 to W04, and officers range from O01 to O10.

D.3.a. - D.3.f. Includes Army, Navy, Air Force, Marine Corps, and Coast Guard. Other includes Public Health Service and National Oceanic and Atmospheric Administration personnel.

D.4. Other Than Active Military Personnel. Reserve or retired military, civilian spouse, relative, or other known or unknown civilian offender.

D.5. Total

D.6. - D.10. Offender Relationship to Child. Includes offender relationship to the child according to type of maltreatment. Types includes physical injury, sexual maltreatment, deprivation of necessities, emotional maltreatment, and multiple maltreatment.

D.11.(1) Parent. Natural parent, stepparent, adoptive parent, foster parent, and others serving in loco parentis.

D.11.(2) Other Relative. Sibling, grandparent, or other relative.

D.11.(3) Teacher/Child Care. Any school staff member, nursery school or daycare staff member, recreation program staff member, or individual such as a babysitter charged with the responsibility for the child on a temporary basis.

D.11.(4) Neighbor/Friend. Any person who is known personally to the victim and is not related.

D.11.(5) Other. Any relationship not mentioned in subparagraphs D.11.(1) through D.11.(4), above, and known or unknown by the individual or child's parents.

D.12. Previous History and Relationship. Includes offender's relationship to child victim and offenders previous known history.

D.12.a. - D.12.e. See relationship terms in subparagraphs D.11.(2) through D.11.(5), above.

D.12.a.(1) No Known History

D.12.a.(2) Child Abuse. A prior case of "substantiated" child abuse is documented for the offender.

D.12.a.(3) Spouse Abuse. A prior case of "substantiated" spouse abuse is documented for the offender.

D.12.a.(4) Alcohol Rehabilitation. The offender is currently or has been assigned to an alcohol rehabilitation program.

D.12.a.(5) Drug Rehabilitation. The offender is currently or has been assigned to a drug rehabilitation program.